



AOPA HELLAS
Elections manual



Preface :

AOPA HELLAS will conduct in its entirety the elections for the

- Discharge of Previous board
- Discharge of Financials
- Approval for Budget 2020
- New board & Audit committee

..with modern digital methods .

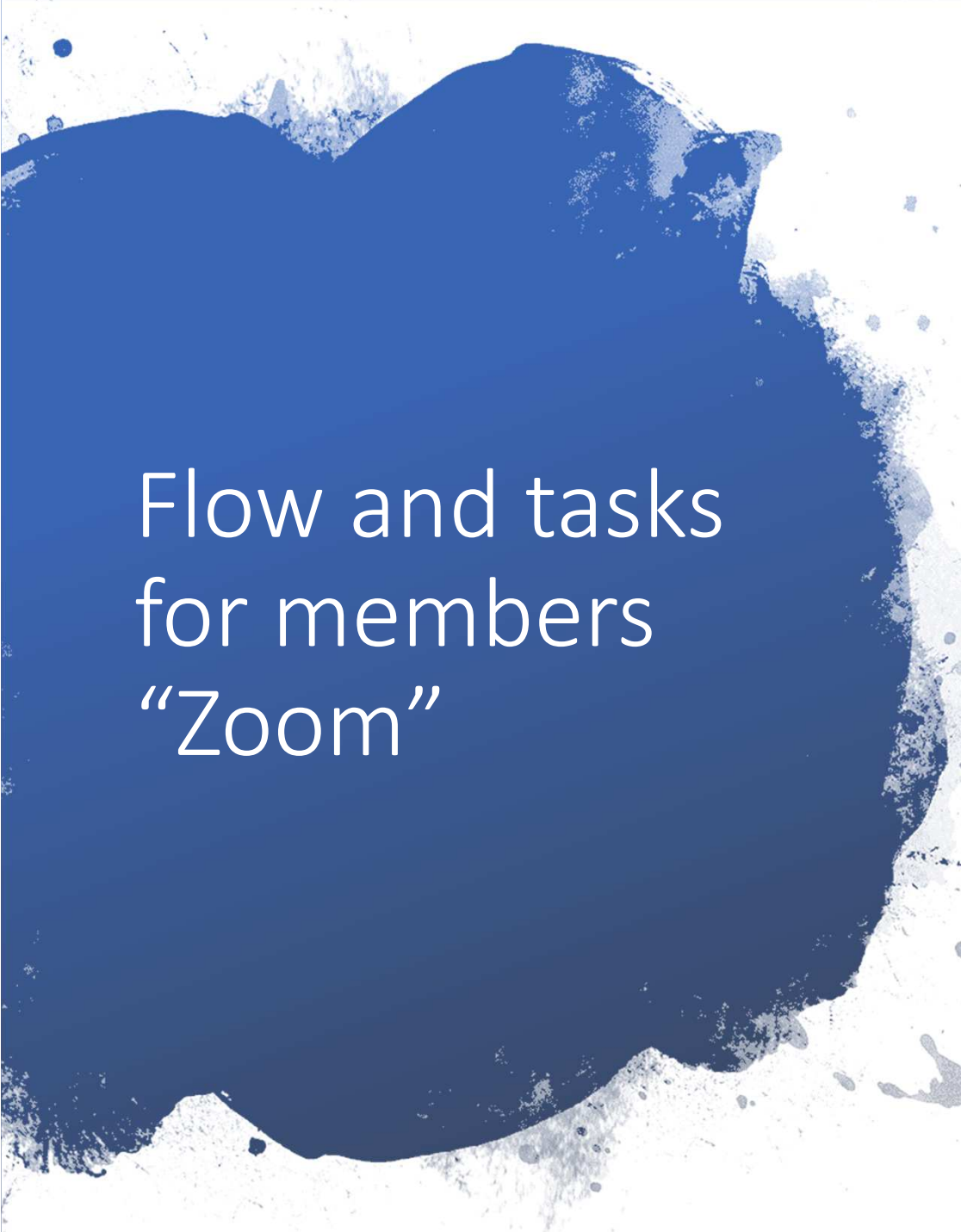
What follows is a guide of what a member must do to participate successfully .

Preface :

The procedural will take place in a 100% digital way invoking 2 tools :

1. the video conferencing “Zoom” app for live feed and coordination
2. The voting app “choicevoting.co.uk” for the crucial parts of elections, where absolute confidentiality , non-repudiation ,easy, instant and mobile access* is of paramount importance .

*even while on the road can be executed from a plain mobile. Requires internet access on smartphone



Flow and tasks for members “Zoom”

1. Each paid member voting + non voting will receive the link to AOPA’s Zoom session
2. The member must connect to Zoom on time whether only by voice or with voice and camera
3. Members won't wait in a virtual lobby and will be accepted automatically to the session.
4. All participants must have their MICs muted
5. Once connected, each member must rename his/her window, to reflect their AOPA ID and name, identify properly him/herself *you can do that by finding the “rename” option in your Zoom menus.

*non voting = currently with active subscription but with no right to vote if less than 1 year member

Flow and tasks for members “Voting”

1. There will be (2) two voting tasks . One for

Board discharge AND approval of 2020 budget AND ONE FOR AOPA HELLAS Board Elections & Audit Committee

2. Each paid member voting (this time excluding non voting), will receive the emails with the links to AOPA’s Voting sessions in turn (1 and then 2) .

3. The links contain already encrypted in them, the username + password of the member to authenticate and secure the voter

NOTICE: if you have up to 2 proxies those must be received by email 1 day prior to elections to ds@aopa.gr and you will be directed in person how to vote as a proxy

4. Emails with the Links will be from : noreply@choicevoting.co.uk

5. Email with the link will be as shown and member must press the button indicated. Then he/she will be directed to the voting dashboard with no further actions



NOTICE : If you want to cast “no vote” (ΛΕΥΚΟ), member must login ONCE and leave platform without voting, this will considered a “NO VOTE”

1st Election : Board discharge AND approval of 2020 budget

*This election has 2 sub-elections .
One for previous **board discharge** and one for
Approval of 2020 budget

**There's no way to submit vote without voting
Yes/No to both sub-elections**

Do Task 1: Member first selects the Board Discharge part by pressing on it and select Yes/No by pressing the respective button . Once you are sure press the “Submit Votes..” on the upper right corner !

Do Task 2: Member then selects the “approval...” button and again press Yes/No . Once you are sure press the “Submit Votes..” on the upper right corner !

Your vote is casted !

Board discharge AND approval of 2020 budget



ELECTION PREVIEW AS A VOTER (DEMO ADMIN)

The screenshot displays the election preview interface for a voter. At the top, the title is "Board discharge AND approval of 2020 budget" and the user is identified as "AOPA HELLAS". Below the title, it says "ELECTION PREVIEW AS A VOTER (DEMO ADMIN)".

On the left side, there are two sub-elections listed in a vertical menu:

- 1st sub election:** Board discharge
- 2nd sub election:** Approval of 2020 budget

Red boxes and arrows highlight these sub-elections. The "Board discharge" sub-election is currently selected, and the text "Board discharge AND approval of 2020 budget" and "Board discharge" are displayed in the main content area.

In the top right corner, there is a button labeled "Submit Votes for (Board discharge)".

Below the main content area, there is a section for "Selected candidate" with a dashed box containing the instruction: "Select a candidate from the list on the right. To remove the candidate, click on it again." A mouse cursor is visible over this area.

On the right side, there is a section titled "All candidates" with two options:

- YES:** Read manifesto (with an information icon)
- NO:** Read manifesto (with an information icon)

2nd Election :

*This election also has 2 sub-elections . One for **new Board** and one for **Audit committee**

Can't submit vote unless voted minimum 1 for board and 1 for Audit Committee

**Sub election
New Board:**

Follow Steps 1-3

Sub election 2 :

See next slide

AOPA HELLAS Board Elections & Audit Committee Nov 2020 - ΑΟΡΑ ΕΛΛΑΣ Αρχαιρεσίες Νοε 2020 ΔΣ & Εξελεγκτικής



ELECTION PREVIEW AS A VOTER (DEMO ADMIN)

Step 1 : first select the New Board by pressing on it .

Step 2 : select up to 5 candidates by pressing the respective person on the right column . Every selection will appear in the center of the election screen.

The screenshot shows the election interface for 'New Board AOPA HELLAS'. On the left, there are two sub-election options: 'New Board AOPA HELLAS' and 'AOPA HELLAS Audit Committee'. The main area displays the title 'AOPA HELLAS Board Elections & Audit Committee Nov 2020 - ΑΟΡΑ ΕΛΛΑΣ Αρχαιρεσίες Νοε 2020 ΔΣ & Εξελεγκτικής' and 'New Board AOPA HELLAS'. Below this, it says 'Selected candidate' with a mouse cursor pointing to a dashed box containing instructions: 'Read the candidates' manifests in our page : <https://www.aopa.gr/el/enimerosi/ekdiloseis/983-aopa-hellas-elections-2020-gr>. Select up to 5 candidates. If you select more the vote will be invalidated. Then submit your ballot.' On the right, there is a list of 'All candidates' with 'Read manifesto' buttons. At the top right, there is a 'Submit Votes for (New Board AOPA HELLAS)' button. Annotations include: 'Step 1' pointing to the 'New Board AOPA HELLAS' option; 'Step 2' pointing to the 'Read manifesto' buttons; and 'Step 3' pointing to the 'Submit Votes' button.

Submit Votes for (New Board AOPA HELLAS)

Step 3 : Once you are sure press the "Submit.." on the upper right corner !

2nd Election :

Sub election : Audit committee

***Can't submit vote unless voted minimum 1**

Follow Steps 1-3

ELECTION PREVIEW AS A VOTER (DEMO ADMIN)

The screenshot shows the election interface for AOPA HELLAS. At the top, it says "AOPA HELLAS Board Elections & Audit Committee Nov 2020 - ΑΟΡΑ ΕΛΛΑΣ Αρχαιρεσίες Νοε 2020 ΔΣ & Εξελεγκτικής". Below this, there are two main sections: "Selected candidate" and "All candidates".

Selected candidate: A dashed box contains the text: "Read the candidates' manifests in our page : <https://www.aopa.gr/el/enimerosi/ekdiloseis/983-aopa-hellas-elections-2020-gr> Select up to 5 candidates. If you select more the vote will be invalidated. Then submit your ballot."

All candidates: Two candidate cards are visible, each with a "Read manifesto" button and an information icon.

Navigation: On the left, there are tabs for "New Board AOPA HELLAS" and "AOPA HELLAS Audit Committee". On the right, there is a "Submit Votes for (AOPA HELLAS Audit Committee)" button.

Callouts:

- Step 1:** An orange arrow points from a blue box to the "AOPA HELLAS Audit Committee" tab. The box text: "Step 1 : first select the Audit Committee by pressing on it."
- Step 2:** A blue arrow points from a blue box to the "Read manifesto" button of the first candidate. The box text: "Step 2 : select up to 2 candidates by pressing the respective person on the right column . Every selection will appear in the center of the election screen."
- Step 3:** An orange arrow points from a blue box to the "Submit Votes for" button. The box text: "Step 3 : Once you are sure press the 'Submit..' on the upper right corner !"

Step 1 : first select the Audit Committee by pressing on it.

Step 2 : select up to 2 candidates by pressing the respective person on the right column . Every selection will appear in the center of the election screen.

Step 3 : Once you are sure press the "Submit.." on the upper right corner !